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C-A OPERATIONS PROCEDURES MANUAL

4.73 Procedure to Perform Enrollment & Removal of Personnel  
in the ID3D-R Hand Reader for the Proton Radiography Experiment

Text Pages 2 through 14

Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

T. Tallerico

#### **4.73 Procedure to Perform Enrollment & Removal of Personnel in the ID3D-R Hand Reader for the Proton Radiography Experiment**

##### **1. Purpose**

This procedure details the required sequence to ENROLL and REMOVE users from the ID3D-R Hand Reader internal memory. Only properly trained personnel will be allowed to enroll someone in and remove someone from the Hand Reader. After enrollment, a digital version of the users hand geometry is stored in internal memory and is retrieved for identification purposes upon the user entering his personal identification number (PIN), either using the key pad or a magnetic card swipe. When the user inserts his hand in the reader and the stored image matches his current image he will be allowed access to the key tree. Currently, available memory allows for 256 enrollees.

##### **2. Responsibilities**

2.1 The C-A ESHQ Division shall be responsible for assigning an enrollment administrator.

##### **3. Prerequisites.**

None

##### **4. Precautions**

None

##### **5. Procedure**

Procedure for adding a user to the database and their hand template to the hand reader.

- 5.1 An authorized person wishing to be enrolled shall contact the C-A ESHQ Division or MCR. The ESHQ Division or MCR shall proceed to contact the enrollment administrator.
- 5.2 After providing the appropriate password to log into Windows using the standard MCR username and password, proceed to do the following:
  - 5.2.1 In Windows click on the handnet for Windows icon (see figure 1).
  - 5.2.2 Click Login in the upper left hand corner.
  - 5.2.3 Type the typical MCR Name and Password (see figure 2).
  - 5.2.4 Click on "User" on the menu and then click on "Add New" (see figure 3). Select "Add a Single User" (see figure 4).

- 5.2.5 Enter the user name and ID number in the fields shown (see figure 5). Hit next and the access profile screen will appear (figure 6).
- 5.2.6 Then select "Always" and "None" when the next screen pops up. Hit "finish" when complete.
- 5.2.7 The list of enrolled users will now come up.
- 5.2.8 The administrator shall proceed to enter the command Mode Enrollment Group on the hand reader in the following manner.
- 5.2.9 The administrator shall enter their Pin # and have his/her hand validated (see figure 7).
- 5.2.10 While \*ID VERIFIED\* is displayed, the administrator shall press the # (enter) key on the enrollment hand reader to bring up the password prompt.
- 5.2.11 Enter the password (password is "4") of the Enrollment Group as quickly as possible so that it does not time out (hit # after entering password).
- 5.2.12 The alphanumeric display on the hand reader shall display "ENROLL".
- 5.2.13 The administrator shall press the "#" key. The "#" key indicates "YES".
- 5.2.14 The person being enrolled shall enter their PIN or swipe card followed by the "#" key (10 digits max.). The display should say "ENTER ID". This PIN shall be recorded by the enrollment administrator or MCR and kept in a controlled record.

**Note:**

IF AN ID NUMBER IS NOT ACCEPTED IT IS ALREADY IN  
USE AND ANOTHER NUMBER MUST BE CHOSEN. THE  
DISPLAY WILL SAY; "SORRY, CAN'T ADD".

- 5.2.15 The display should say "PLACE HAND 1/3". See the illustration at the end of this procedure for the proper placement of your hand. Place hand for reading 1 (The red LEDs will go out when the hand is properly aligned on the platen). Hand must be removed to continue.
- 5.2.16 The display should say "REMOVE HAND". Proceed to remove your hand.
- 5.2.17 The display should say "PLACE HAND 2/3". Place hand for reading 2. Hand must be removed to continue.

- 5.2.18 The display should say “REMOVE HAND”. Proceed to remove your hand.
- 5.2.19 The display should say “PLACE HAND 3/3”. Place hand for reading 3. Hand must be removed to continue.
- 5.2.20 The display should say “REMOVE HAND”. Proceed to remove your hand.

**Note:**

IF THE “PLACE HAND” DISPLAY IS SHOWN AFTER THREE HAND READINGS HAVE BEEN MADE THIS MEANS THAT ONE OR MORE HAND READINGS WERE NOT ACCEPTED AND ANOTHER HAND READING IS BEING REQUESTED TO REPLACE THE REJECTED ONE. THIS PROCEDURE WILL CONTINUE UNTIL THREE ACCEPTABLE HAND READINGS HAVE BEEN ENROLLED.

- 5.2.21 The enrollment process can be terminated at any time by pressing the \* key several times. Mistakes in entry can be erased by pressing the \* key.
- 5.2.22 When all users have been enrolled, simply press any number key when the \*NO YES# prompt is displayed and operation will revert to the Identity Verification Mode.
- 5.3 Procedure for Removing a User (from the hand reader using the handnet software).
- 5.3.1 Click on the "Users Icon" (see figure 8).
- 5.3.2 The list of users comes up (see figure 9).
- 5.3.3 Highlight the user to remove.
- 5.3.4 Hit delete button and confirm deletion.

**6. Documentation**

None

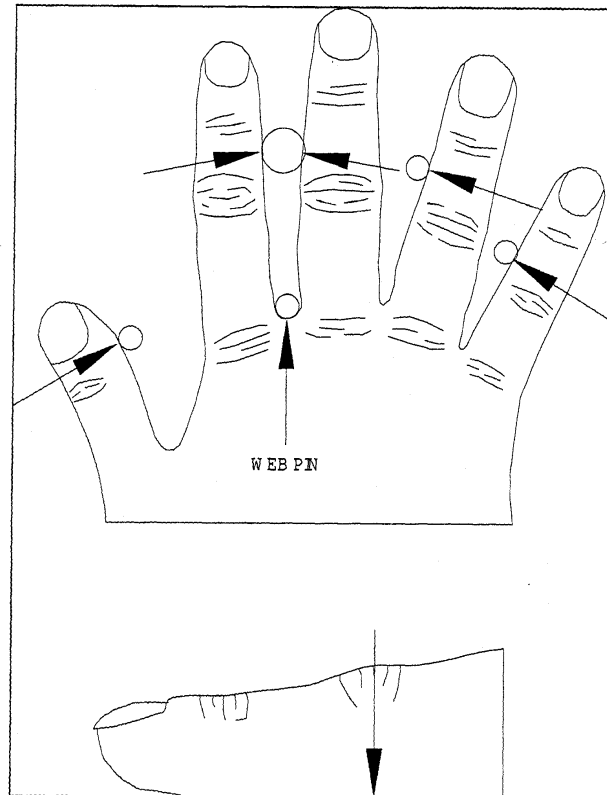
**7. References**

- 7.1 ID3DR Hand Reader Operating & Installation Manual.

**8. Attachments**

None

## Placement Of hand in Hand Reader



Hand must be flat against platen.



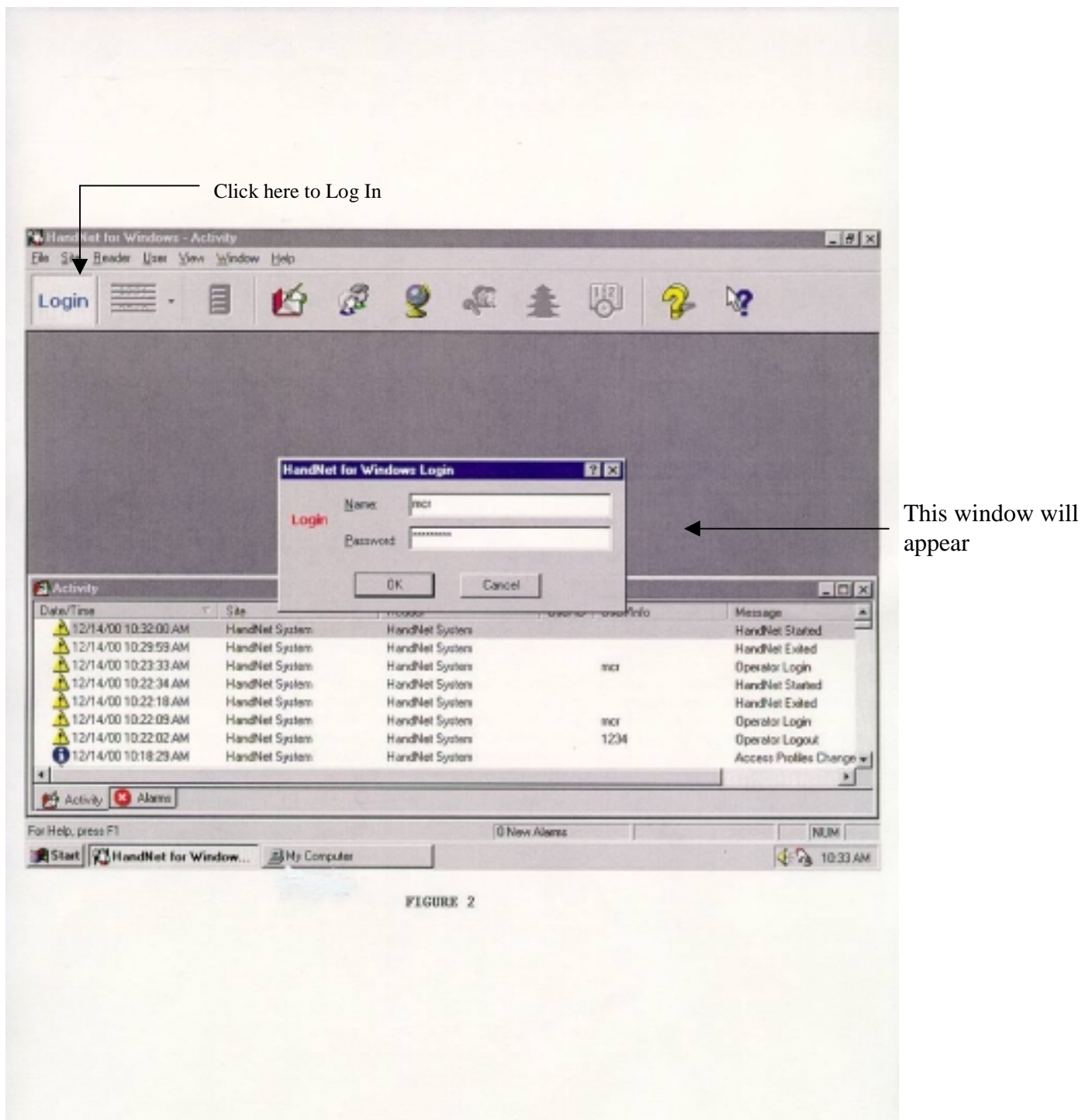


FIGURE 2

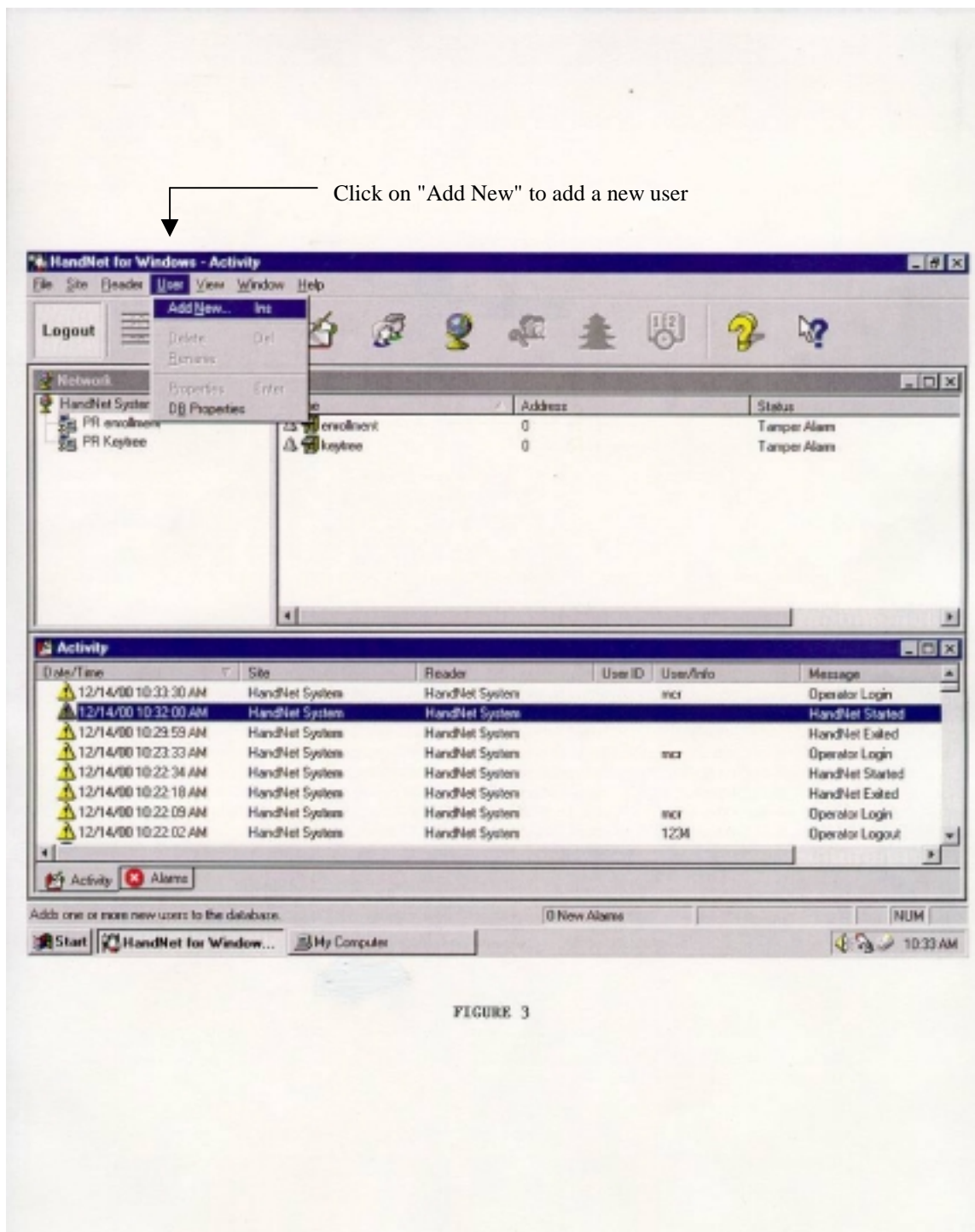


FIGURE 3



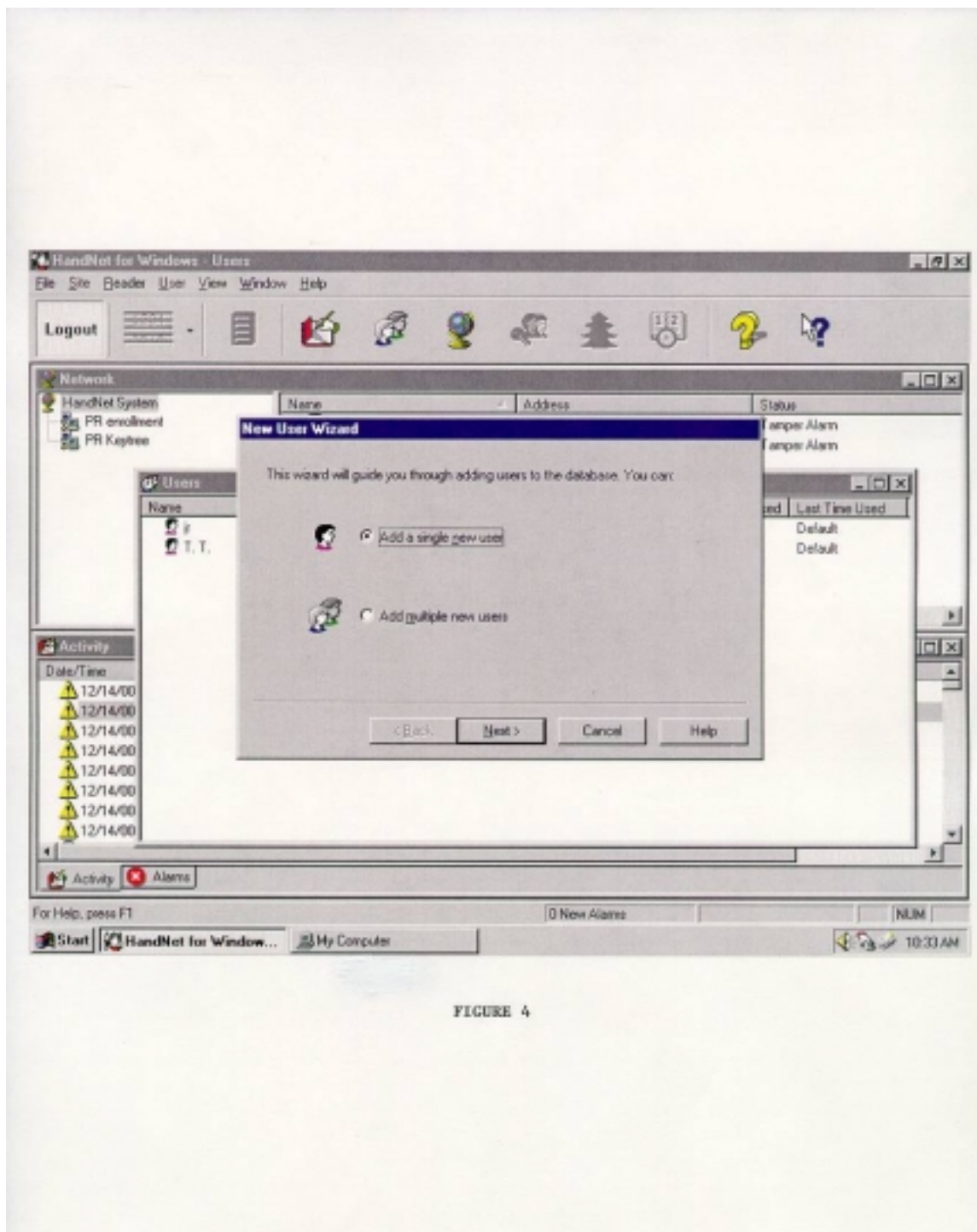


FIGURE 4

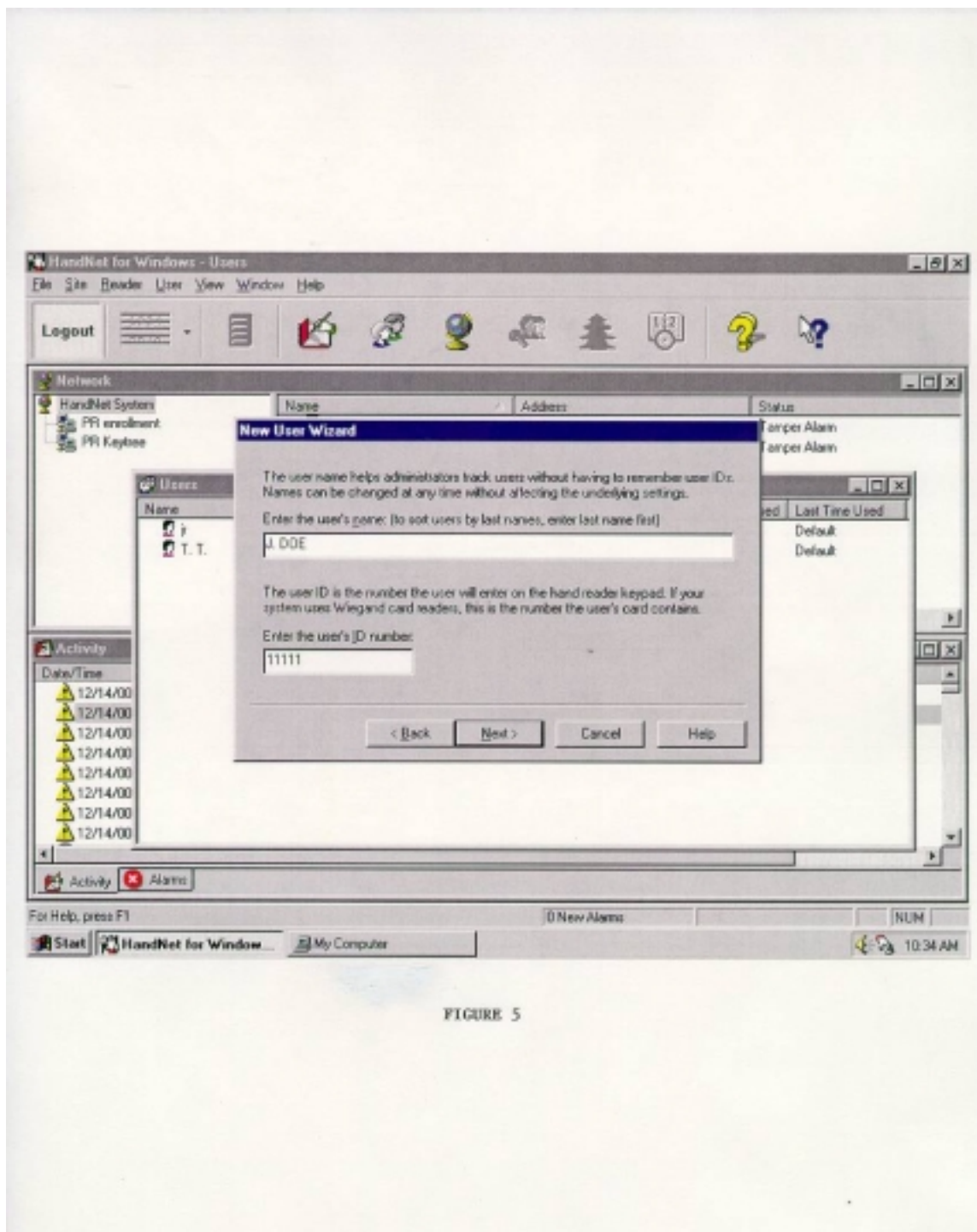


FIGURE 5

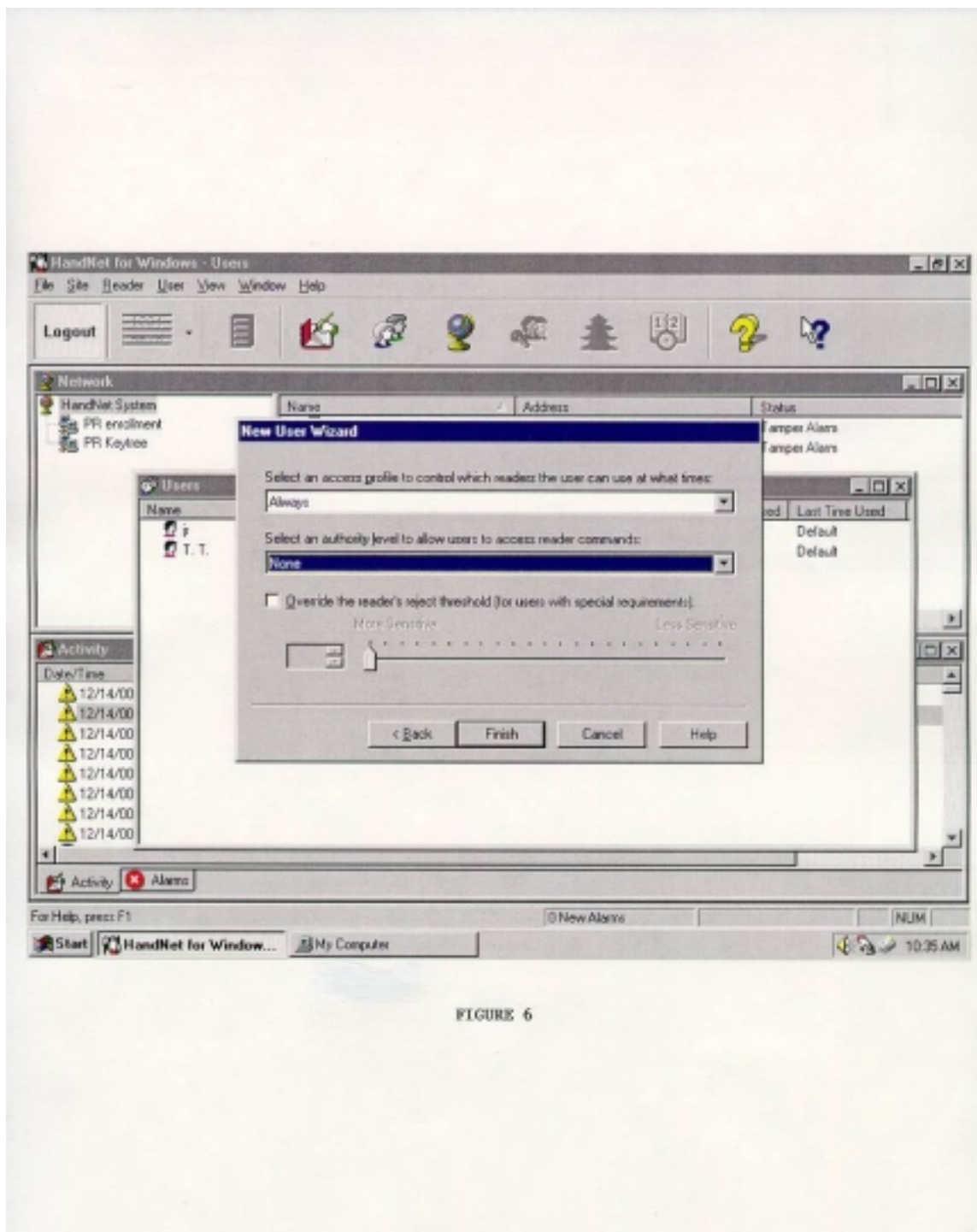


FIGURE 6



FIGURE 7



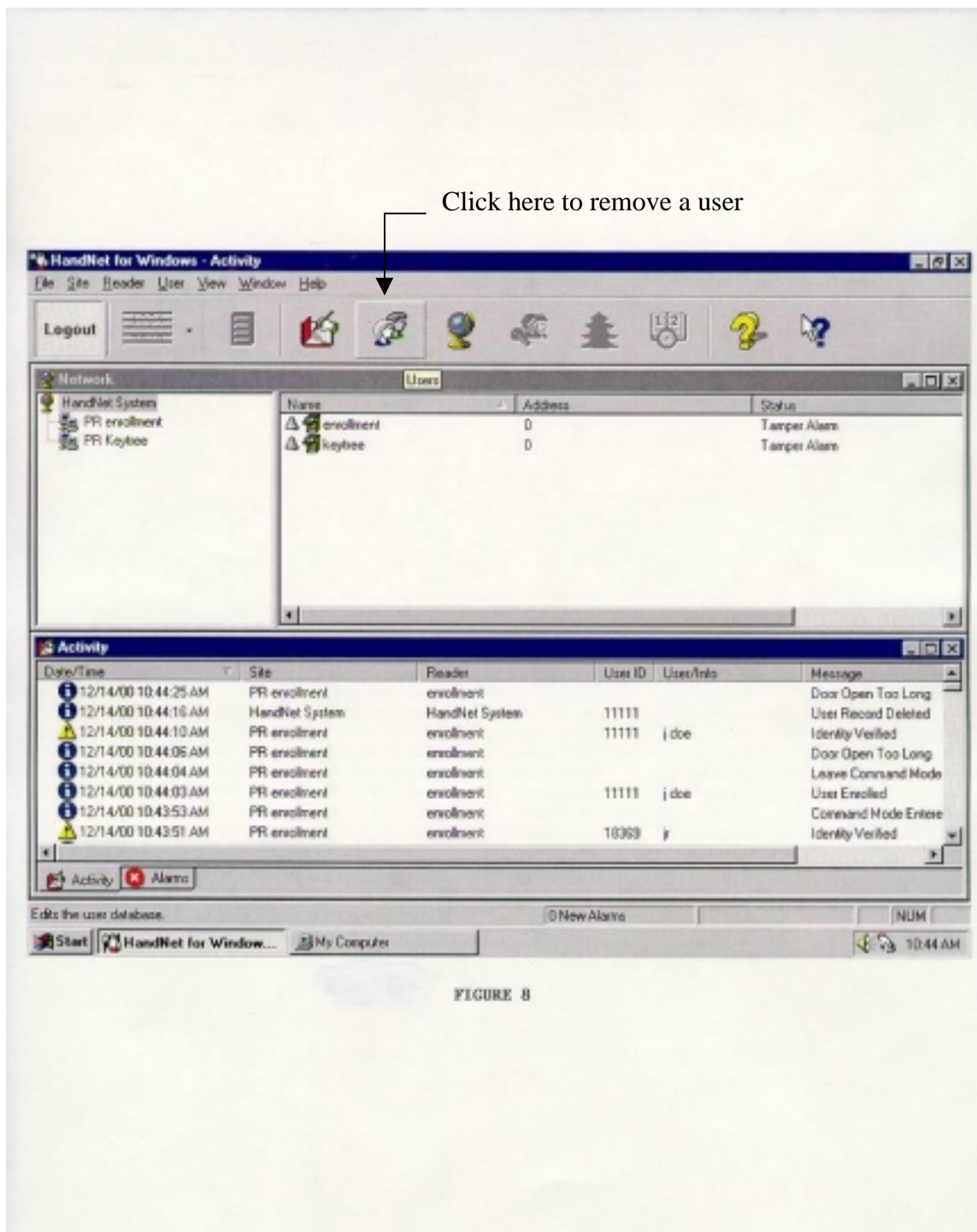


FIGURE 8

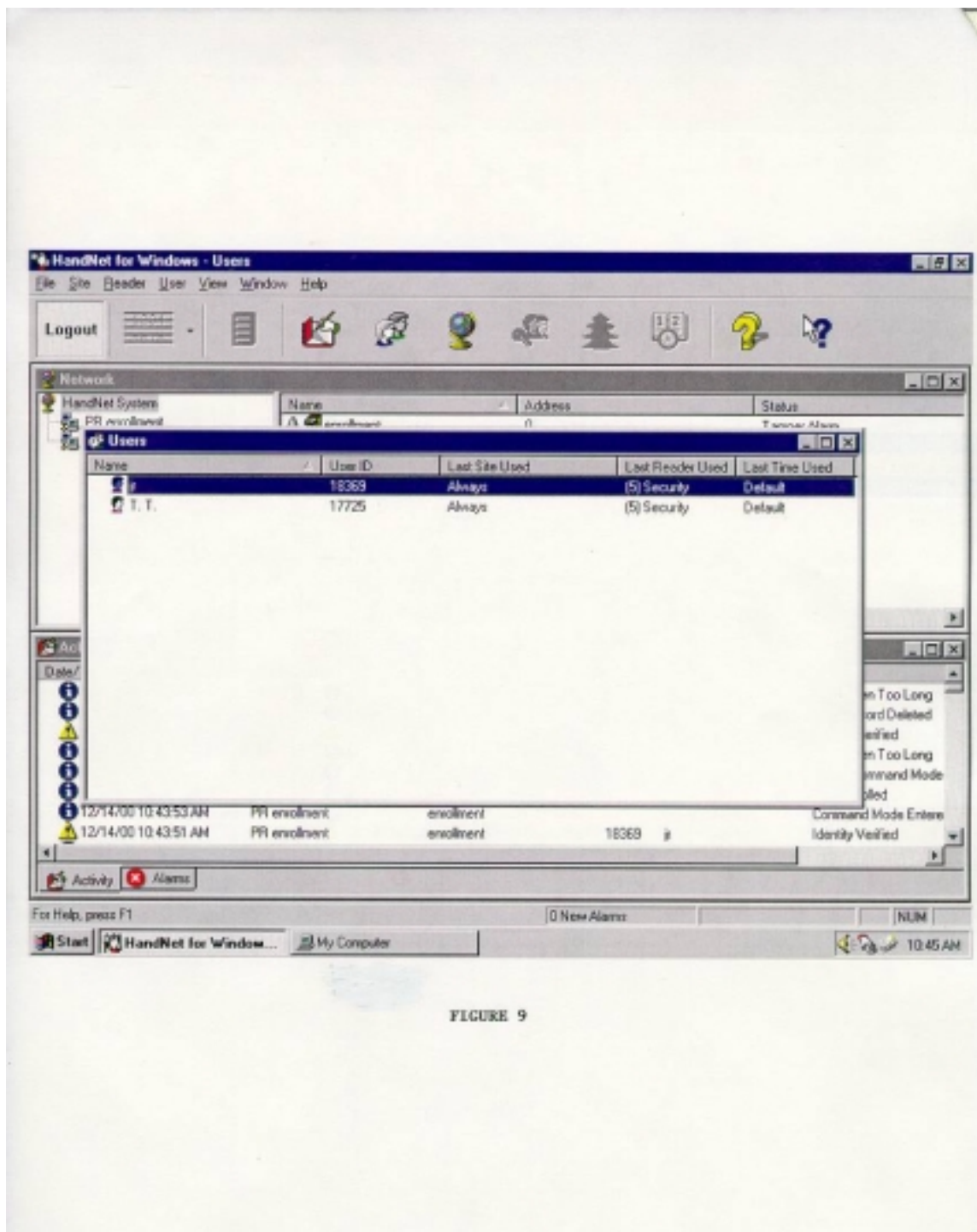


FIGURE 9